

MEMORANDUM

FOR : **HEADS OF ALL OFFICES, BUREAUS, SERVICES AND UNITS**
DSWD Central Office

THE REGIONAL DIRECTORS
DSWD Regional Offices I to XII, NCR, CAR and CARAGA

FROM : **THE UNDERSECRETARY**
General Administration and Support Services Group

SUBJECT : **FINANCIAL MANAGEMENT GUIDELINES NO. 43 (2023):
UPDATED DOCUMENTARY REQUIREMENTS ON REQUEST FOR
OBLIGATIONAL AND DISBURSEMENT AUTHORITIES PER FMG
NO. 25 (2022)**

DATE : **29 NOVEMBER 2023**

The **FMG No. 25 (2022)** provides for the operational guidelines on the processing of request for obligational and disbursement authorities to the Department of Budget and Management (DBM) covering the following:

- a. Modification of Funds
- b. Request for Augmentation of Funds
- c. Request for Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) for the augmentation of Quick Response Fund
- d. SARO/NCA for DSWD Share in the proceeds of disposition of Metro Manila Military Camps (BCDA Funds)
- e. SARO/NCA for Foreign Assisted Projects (FAPs)
- f. Request for NCA under Regular Funds
- g. Request for NCA under Trust Receipts

To harmonize and update based on the recent requirements of the DBM, please be guided on the following **updated** documentary requirements to support our request to the DBM:

I. OBLIGATIONAL AUTHORITIES

A. REQUEST FOR MODIFICATION OF FUNDS

Per FMG No. 25 (2022)	Additional Requirements
<ol style="list-style-type: none"> 1. Cluster Head Approved request; 2. Financial Plan (BED 1) 3. Physical Plan (BED 2) 4. Monthly Disbursement Program (BED 5. Justification for the proposed modification 6. Certificate of Availability of Funds and Sources of Funds identifying the 	<ol style="list-style-type: none"> 9. Certification that the requested funds can be fully utilized before the year end 10. For Motor Vehicle <ol style="list-style-type: none"> 10.1 Supplementary justification disclosing the complete technical specifications of the MVs (i.e. type/classification)

<p>objects of expenditure affected by the modification</p> <p>7. For Capital Outlay, in general</p> <p>7.1 List of Capital Outlay (CO) Requirements with Costs</p> <p>7.2 Program of Works, in case of modification of funds to procure infrastructure CO, installation of office systems, and similar nature</p> <p>8. For Information and Communication Technology Equipment</p> <p>8.1 Information Systems Strategic Plan (ISSP), as approved by DICT</p>	<p>10.2 User-official, deployment by organizational unit for the requested Motor Vehicle;</p> <p>10.3 Comparative costing of the requested MVs as supported by quotations from the suppliers;</p> <p>10.4 Duly accomplished Motor Vehicle Inventory and Re-fleeting Program Form, as prescribed in Annex D of the Item 13.0 of Budget Circular (BC) No. 2022-1; and</p> <p>10.5 Approved Annual Procurement Plan for the year showing inclusion of the procurement of the MVs.</p>
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B. REQUEST FOR AUGMENTATION OF FUNDS

(from savings/appropriation in the GAA/from another PAP allotment of the Department)

Per FMG No. 25 (2022)	Additional Requirements
<p>1. Request Letter for Augmentation of Funds to DBM</p> <p>2. Financial Plan (BED 1)</p> <p>3. Physical Plan (BED 2)</p> <p>4. Monthly Disbursement Program (BED 3)</p> <p>5. If augmentation is from appropriation from one PAP to another and due to completion of physical targets</p> <p>5.1 Declaration of Savings as signed/certified by the Agency Head</p> <p>5.2 Proof of Completion of the physical targets of the P/A/P such as BAR No. 1 Physical Report of Operation</p> <p>6. If augmentation is from appropriation from one PAP to another and due to discontinuance or abandonment of a P/A/P</p> <p>6.1 Declaration of Savings as signed/certified by the Agency Head;</p>	<p>7. Justification on the proposed augmentation</p> <p>8. Certification that the requested funds can be fully utilized before the year end</p> <p>9. If the Request for Augmentation is for Infrastructure/Construction of a Building</p> <p>9.1 DPWH clearance for building structural integrity/resiliency, signed picture of geo-tagged actual location of project/activity, if applicable;</p> <p>9.2 DENR environmental clearance certificate/certificate of non-coverage and geo-hazard certification, if applicable; and</p> <p>9.3 Certification of Availability of Lot and Certificate of Title/Transfer Certificate of Title.</p> <p>10. Statement of Appropriations, Allotments, Obligations, Disbursements and Balances and by Object of Expenditures (FAR 1 and FAR 1A) or</p>

<p>6.2 Certificate of final discontinuance or abandonment of a P/A/P</p>	<p>Status of Allotment, Obligations Incurred and Balances, if in case the FAR 1 and 1A reports are not yet available;</p> <p>11. If the P/A/P is Locally Funded Project 11.1 Project Profile, based on the format of BP Forms 202</p>
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II. DISBURSEMENT AUTHORITIES

For the request for additional NCA, the **FMS issued Memorandum dated 24 December 2021 and 26 May 2022** on the Procedures and Clarification on the Fund Transfer to Field Offices through Notice of Transfer of Allocation with the following documentary requirements as attachment to the request of Field Offices for cash augmentation through the common fund system:

1. Duly signed and approved List of Due and Demandable Accounts Payable;
2. Letter request from FO Director addressed to FMS Director thru the Chief Accountant;
3. Approved Request to Use Common Fund prepared by Accounting Division and approved by FMS Director;
4. Certification on Request of Cash Allocation for Accounts Payable from FO supported with bank balance snapshot and projected cash requirement for the amount requested; and
5. Certification of Lapsed NCA from the bank.

In the case of frontloading of Monthly Cash Program (MCP) of Sub Allotment Release Order (Sub-ARO) under Current Appropriation or when the total MCP for a particular program, activity or project is greater than the released NCA for a given period, only items **a** and **b** of the above requirements should be submitted.

Note however that in any case, the **FMS has the final discretion** whether to proceed with the request for additional NCA with DBM after assessment and analysis of the sufficiency or insufficiency of the available cash allocation.

A. REQUEST TO DBM FOR ADDITIONAL NCA UNDER REGULAR FUNDS

Per FMG No. 25 (2022)	Additional Requirements
<ol style="list-style-type: none"> 1. Request Letter for additional NCA (net of tax); 2. List of Due and Demandable Accounts Payable in prescribed format per DBM Circular No. 2018-14-Updated Guidelines in the Implementation of the Modified Direct Payment Scheme (MDPS) due Creditors/Payees of all National Government Agencies (NGAs), with the following requirements: <ol style="list-style-type: none"> a. sub-total per program; b. duly signed by the Chief Accountant certifying the veracity and accuracy of claims; and 	<ol style="list-style-type: none"> 9. Detailed list of estimated program disbursement chargeable against the regular MDS account; 10. FAR No. 1 – Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (if applicable); 11. FAR No. 3 – Aging of Unpaid Obligations (if applicable); 12. FAR No. 4 – Monthly Report of Disbursements of the preceding month (if applicable);

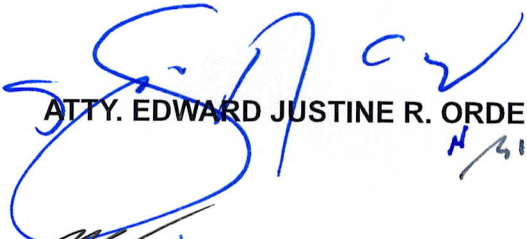
<ul style="list-style-type: none"> c. approved by the Regional Director 3. Certification signed by Regional Director on Request of Cash Allocation for Accounts Payable and that cash balance is insufficient/inadequate to cover payment through the common fund system; 4. Summary of Program Activity Project (PAP), if various program requests; 5. Latest Book/Bank balances or Snapshot of MDS account balance; 6. Projected Cash Report; 7. Justification (if applicable); 8. LBP Certification of Lapsed NCA (if applicable); 	<ul style="list-style-type: none"> 13. BED No. 3- Monthly Disbursements Program (updated and with indicated signing date); 14. Certification and/or commitment from the DSWD that cash balances, including the comprehensive NCA to be credited within the 1st week of the quarter can be utilized by the Department at the end of the quarter; 15. List of Reverted A/Ps as of end of the previous year (Per EO No. 87, as implemented by COA-DBM Joint Circular No. 2021-1 dated March 1, 2021) (if applicable); and 16. Other related documents as may be required by the DBM in the review and evaluation process
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B. REQUEST TO DBM FOR NCA UNDER TRUST RECEIPTS:

Per FMG No. 25 (2022)	Additional Requirements
<ul style="list-style-type: none"> 1. Special Budget Request 2. BTr Certification of Deposited National Collection (Trust Deposit) 3. Budget Execution Documents (BEDs) <ul style="list-style-type: none"> a. BED 1 - Financial Plan b. BED 2 - Physical Plan c. BED 3 - Monthly Disbursement Program 	<ul style="list-style-type: none"> 4. Report of collections and deposits duly signed by the Collecting Officer and validated by the bank. 5. Additional Supporting Documents, as applicable: <ul style="list-style-type: none"> 5.1 BAC Honoraria <ul style="list-style-type: none"> a. Payroll for payment of BAC Honoraria b. Certified List of Awarded Contracts/Project with the date of award 5.2 Performance Bonds <ul style="list-style-type: none"> a. Agency certification that the undertaking or obligation has been faithfully performed or terminated, as the case may be 5.3 Inter-agency Transferred Funds (Other than LGUs Share for CICL) <ul style="list-style-type: none"> a. Memorandum of Agreement, if applicable b. Approved extension of implementation period, if applicable 5.4 Inter-agency Transferred Funds (LGUs Share for CICL) <ul style="list-style-type: none"> a. Project Proposal b. Summary List of Deposits for various BTr certificate of deposits

	<p>c. BTr certification reflecting the Funding Source Code 07308601 for IATF¹</p> <p>6. Other related documents as may be required by the DBM in the review and evaluation process</p>
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For information and guidance.


ATTY. EDWARD JUSTINE R. ORDEN
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WCB/MPC/GASN/JSR/10252
11-23-2023

¹ Clarificatory to FMG No. 39 series of 2023 item A.2 and A.3 for the LGUs share for CICL, that the receipts should be deposited to **BTR Account No. 3402-2844-38 BTR-IATF** and the BTr Certification should be under UACS Funding Source Code **07308601**, as per instructions from the DBM.